

Workshops

May – August 2018

★ **Price Employment Center**
475 W. Price River Dr., #300 • Price
866-435-7414

Register for reserved seating.
 Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING & COVER LETTERS:	
May 1, 15, 22, 29	8:30 AM–9:30 AM
June 5, 12, 19, 26	8:30 AM–9:30 AM
July 3, 10, 17, 31	8:30 AM–9:30 AM
Aug 7, 14, 21, 28	8:30 AM–9:30 AM
INTERVIEWING SKILLS:	
May 3, 10, 17, 24, 31	8:30 AM–9:30 AM
June 7, 14, 21, 28	8:30 AM–9:30 AM
July 5, 12, 19	8:30 AM–9:30 AM
Aug 2, 9, 16, 23, 30	8:30 AM–9:30 AM

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. Receive resumé cover letter examples to assist in writing and designing personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to gain an edge in the interviewing process to land that job.



Equal Opportunity Employer/Program
 Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



jobs.utah.gov